

## **INTERPRETER COURT CLERK**

### **DEFINITION:**

Under general supervision to perform general oral and written interpretation and translation duties in Spanish and English; to perform a variety of clerical tasks; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The Interpreter Court Clerk is primarily responsible for interpreting the Spanish language with occasional translation of documents. Clerical work is secondary and is performed when not engaged in the primary duties of interpreting and translating.

### **EXAMPLES OF DUTIES:**

Explains court procedures to Spanish-speaking persons; interprets proceedings in arraignments and testimony in trials; translates correspondence and documents from Spanish to English and on occasion drafts replies; assists various divisions of the department with translating and interpreting in day-to-day public contacts; and may type daily orders for trial setting conferences; performs general clerical work in the Calendar Division as required; direct witnesses; retrieves and routes case files.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Spanish/English interpreting and translating techniques.
- English and Spanish languages.

#### **General Knowledge of:**

- Clerical procedures.
- Cultural differentiation/background in customs, attitudes, and more.

#### **Skills and Abilities to:**

- Interpret/translate legal terminology.
- Communicate effectively in Spanish and English both orally and in writing.
- Deal effectively with the public and Court personnel.

### **EDUCATION/EXPERIENCE:**

Education, training and/or experience which would clearly demonstrate the knowledge, skills and abilities stated above. An example of qualifying education/experience is: A bachelor's degree from an accredited college or university or certificate of foreign equivalency; AND, five (5) years of progressively responsible management or program administration experience.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

**Certificate:**

Proof of successful completion of competence in the State of California's test for court interpreter.